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PURCHASING USER MANUAL

SPLITTING PURCHASE ORDER LINE ITEMS

INTRODUCTION

A purchaser can split a requisition line item in order to purchase by separate item numbers or descriptions. For example, a single line item request for a computer may need to be split into separate purchase order line items as a computer, monitor, keyboard, and mouse. A purchaser can change the Item #, Description, Quantity, Unit of Measurement, and Price. A purchaser cannot split requisition line items to change the fiscal coding.

TO SPLIT PURCHASE ORDER LINE ITEMS

After selecting the requisition line items and saving the purchase order, Use the line item **Menu** on the **PO** screen.

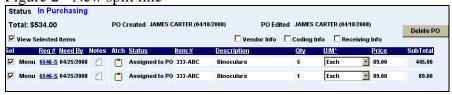
- 1. Click **Menu** next to the line item that you need to split.
- 2. Click **Split Line Item**. (If the quantity (**Qty**) is greater than 2, you can also click **Split All Line Items** to create separate rows for each single item.)

Figure 1 - Line item Menu



- 3. Click **OK** in the confirmation dialogue box.
- 4. The split line will be a duplicate of the original. The quantity (**Qty**) of the new line is '1' and the original line's quantity is reduced by one.

Figure 2 - New split line



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5. Change the line items as needed. A purchaser can change only the Item #, Description, Quantity, Unit of Measurement, and Price. In this example, the manufacturer's model number has changed for two of the items and this is shown in the quantity (**Qty**) and **Item** # fields.

Figure 3 - Changed item number and quantity



- 6. Click **Save** when finished.
- 7. Depending on your agency's process, the purchase order can be approved and/or ordered when finished.
- 8. Split lines can be deleted, but the original line cannot.
- 9. The requisition will be automatically updated and the requester can also see the split items on the **Requisitions** screen.

Figure 4 - Requisition with split line items

